



POSITION ANNOUNCEMENT

POSITION: Case Administrator

LOCATION: Rutland, Vermont

ANNOUNCEMENT NUMBER: 2014-01

POSITION STATUS: Full-Time Permanent

OPENING DATE: February 7, 2014

CLOSING DATE: Open Until Filled

SALARY RANGE: \$38,334 - \$62,307

DEVELOPMENTAL RANGE: \$38,334 - \$47,524

CLASSIFICATION LEVEL: CPS CL-25

Salary dependent upon qualifications and experience, including court preferred skills.

The Clerk's Office for the United States District Court for the District of Vermont provides administrative, operational, and technical support to the federal court at three staffed locations: Burlington, Brattleboro, and Rutland. This position is located in the Clerk's Office in Rutland with frequent travel to Brattleboro and Burlington. The incumbent assists in the management of judges' caseloads, receives and processes case-related documents and is responsible for the shared administration of two divisional offices. Initially, the incumbent will be required to report to the court headquarters in Burlington for several weeks of training.

DUTIES AND RESPONSIBILITIES:

Receives, reviews, and routes incoming documents meeting court rules and requirements; scans documents into the court's case management system and prepares docket entries of documents and proceedings; ensures all filings and electronic entries are entered appropriately and correctly; prepares and transmits notices, judgments, and orders to appropriate parties;

Monitors filing of pertinent documents and timely responses to judicial orders; keeps judges and immediate staff informed of case progress; opens cases upon receipt of initiating documents such as complaints, indictments, or petitions; closes cases upon receipt of terminating documents such as judgments and closing orders;

Responds to inquiries from a wide range of sources including attorneys, litigants, and the general public; acts as a point-of-contact for divisional office cases and disseminates information to case participants and other interested parties;

Collects appropriate court fees, fines, and restitution; issues receipts; reviews vouchers for appropriateness of payments related to Criminal Justice Act panel attorneys;

Serves as backup courtroom deputy; serves as backup administrator for the court's Early Neutral Evaluation program;

Travels to other court locations on a routine basis; performs other duties as assigned by management.

MINIMUM QUALIFICATIONS:

General Experience: The candidate must be a high school graduate (or equivalent) and possess two years of general experience. General experience is progressively responsible experience which provides evidence the applicant has: (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate effectively with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized Experience: The candidate must have one year of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

DESIRABLE QUALIFICATIONS / COURT PREFERRED SKILLS:

Knowledge of legal terminology; excellent interpersonal and communication skills; ability to manage several priorities at one time; detail oriented; experience working in an electronic environment with various technologies to accomplish work tasks; experience with electronic case filing system; Bachelor's degree from an accredited institution.

EXPERIENCE AND EDUCATIONAL SUBSTITUTIONS:

Education above the high school level in an accredited institution may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of experience. Note: Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience.

BENEFITS:

Judiciary employees are not classified under Civil Service, but are entitled to similar benefits. These include the Federal Employees Retirement System (FERS); Thrift Savings Plan; health, life, and disability insurance programs; flexible spending accounts; 10 paid holidays per year and a graduated leave plan; and periodic pay increases contingent upon funding and performance. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees.

APPLICATION PROCESS:

Qualified applicants should submit a cover letter and resume to:

By email: HR@vtd.uscourts.gov
Subject: Case Administrator Position

By mail: U.S. District Court
Attn: Case Administrator Position
P.O. Box 945
Burlington, VT 05402-0945

The U.S. District Court is an Equal Opportunity Employer. The court reserves the right to withdraw the job announcement without prior notice. Only applicants selected for interviews will be contacted. Applicants must be a U.S. citizen or be eligible to work in the United States. Travel and/or relocation expenses are the responsibility of the applicant. The successful applicant will be subject to a background check as a condition of employment. All appointments are subject to mandatory Direct Deposit.